

**Office of the Attorney General**  
Human Resources  
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317-232-7979 (fax)



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **LAW CLERK** **Consumer Protection Division** **Full-Time**

The Law Clerk will be assigned to the Consumer Protection Division. The Law Clerk will be responsible for investigation and analysis of consumer complaints. This is a full-time position, 37.5 hours per week.

### **The Law Clerk has the following responsibilities**

- Investigate consumer complaints by compiling information related to such investigations through issuance of legal documents and other correspondence.
- Communicate with complainants, respondents, and other agencies regarding complaint status and other matters related to investigations.
- Assist deputy attorneys general in preparation of and litigation of civil complaints;
- Perform other duties of the office as may be assigned from time to time.

### **Qualifications**

- Currently enrolled or recently graduated from an accredited law school.
- Excellent communication skills required, including the ability to relate effectively, both orally and in writing to legal and non-legal individuals.
- Ability to identify, analyze and resolve legal issues related to cases.
- Excellent legal research and writing skills, with emphasis on clear, persuasive legal analysis and writing.
- Organizational skills sufficient to handle a large caseload. Strong ability to multi-task.
- Good computer skills, preferably with Microsoft Office. Westlaw experience is a plus.